Memorandum

To: Chief Information Officers

From: George Bakolia

Subject: Project Status Reporting in the Project Portfolio Management Tool

Date: September 30, 2005

I just wanted to let you know of some changes that will be implemented in the project portfolio management tool to enhance project status reporting features.

However, I would first like to thank all of you for your patience, diligence, and dedication to ensuring that our transition to the Project Portfolio Management Tool was completed with a minimum amount of disruption to the business processes. Your efforts are greatly appreciated.

Now for the changes. Effective with the October status reporting cycle (November 18, 2005), all projects approved by the SCIO will be required to complete monthly project status reports. The most important reason for eliminating quarterly status reporting is the risk mitigation issue. Taking six months to address issues and risks is an unsatisfactory management time line. For projects reporting quarterly, issues were identified every three months and the agency responded with the corrective action plan in the following quarterly report. This corrective action planning cycle is entirely too long and too risky.

Again, all projects approved by the State Chief Information Officer will be required to begin monthly project status reporting in the Project Portfolio Management Tool within thirty (30) days of approval by the SCIO. As in the past, registrations for projects under $500,000 will not be subject to this status-reporting requirement.

Thanks again for your continued support of project portfolio management efforts within the State.

Cc: Project Manager Advisory Group